

Indiana Department of Education



Center for School Improvement and Performance
Room 229, State House
Indianapolis, IN 46204-2798
Telephone: 317-232-9100

MEMORANDUM

TO: Superintendents and Charter School Administrators

FROM: Vicky Schroeder, Summer School Program Contact Person

DATE: January 15, 2008

RE: 2008 Summer School Program

This is a packet of information for the 2008 summer school program along with the reporting forms required by the Indiana Department of Education.

Eligible Programs

The State Board of Education met on Thursday, January 9, 2008, and passed the 2008 summer school program. As in last year's program the board approved the two-category method of classifying courses for the purpose of reimbursing instructional costs. Classes classified as Category 1 will be reimbursed at 105% (if supported by the appropriation, if not, the reimbursement will be reduced proportionately among all claims submitted to the Department). These costs will be deducted from the total summer school appropriation and the remaining funds allocated to reimburse Category 2 eligible costs.

Category 1 classes are:

Grades 1 - 8: Language Arts and Mathematics
Grades 9 - 12: Classes required for graduation including Electives

Category 2 classes are:

Grades 1 - 8: All the other curricular programs, enrichment and multidisciplinary classes
Grades 9 - 12: Multidisciplinary courses

The categories are described in more detail on the page entitled *2008 Summer School Reimbursable Programs*. The *Financial Provision* page explains how Category 1 and 2 courses will be reimbursed. To assist you in your report preparation a list of courses by category, which includes the course code numbers, will be posted on the web at <http://doe.state.in.us/summerschool> for your reference. This will be under the title *List of Courses* and will also be in downloadable format.

Online Reports

The required reports (Items 4 and 6 of the packet content listed below) due April 1 and September 15, respectively, can be filed electronically at the Department's summer school program website.

The Department recommends submitting the required reports electronically. The electronic form facilitates report submission – all eligible courses with course codes are listed by category, totals are checked for correctness, and entries are instantly posted in the Department's database. Access to the electronic forms requires the school corporation number as login ID and the corporation PIN number as password.

Summer School Packet

Summer school program materials attached to this memorandum are as follows:

1. Dates to Remember
2. 2008 Summer School Reimbursable Programs
3. Financial Provisions
4. Form – Estimated Instructional Costs Report and List of Courses – due April 1
5. Form – Application for Nonstandard Course Waiver – due April 1
6. Form – 2008 Regular Summer School Final Report – due September 15

Contact Vicky Schroeder at (317) 232-6984 or email at <vschroed@doe.state.in.us> if you have questions about the program.

**2008 SUMMER SCHOOL PROGRAM
DATES TO REMEMBER**

April 1, 2008	Deadline for submission of the summer school Estimated Instructional Costs Report and List of Courses.
	Deadline for submission of non-standard course waiver applications.
May 15, 2008	The Department of Education will notify school corporations of the expected level of state reimbursement based on the estimated expenditures submitted.
September 15, 2008	Deadline for submission of the summer school final report form.
November, 2008	Summer school instructional costs reimbursements mailed to school corporations.

2008 Summer School
Reimbursable Programs and Financial Provisions

Reimbursable Programs for 2008 Summer School

Elementary, Grades 1-6

Category 1, Core Curricular Program — Studies in curriculum areas required by 511 IAC 6.1-5-2.5(b) and 511 IAC 6.1-5-2.5(c) – Language Arts and Mathematics

Category 2, Curricular Program and Enrichment Studies — Studies in curriculum areas suggested for inclusion in the curriculum by 511 IAC 6.1-5-2.5 (d) through 511 IAC 6.1-5-2.5 (l) – Social Studies, Science, Fine Arts, Visual Arts, Music, Instrumental Music Instruction, Health Education, Physical Education and Enrichment Studies,

Middle Level, Grades 7 and 8 (and Grade 6 when it is included in a middle level program)

Category 1, Core Curricular Program — Studies in curriculum areas required by 511 IAC 6.1-5-3.5(b) and 511 IAC 6.1-5-3.5(c) – Middle School Language Arts, and Mathematics

Category 2, Curricular Program and Enrichment Studies — Studies in curriculum areas suggested for inclusion in the curriculum by 511 IAC 6.1-5-3.5(d) through 511 IAC 6.1-5-3.5(m) – Social Studies and Citizenship, Science, Fine Arts, Visual Arts, Music, Practical Arts, Health, Physical Education, Advisor-Advisee program, Enrichment

High School, Grades 9 - 12

Category 1, Required Studies — Approved high school courses:

- (1) meet the requirements for high school graduation under 511 IAC 6-7 - including Elective credits;
- (2) meet the requirements for the Core 40 diploma designation 511-IAC 6-7.1-5, including Elective credits;
- (3) meet the requirements for the Core 40 diploma designation with academic honors 511 IAC 6-7.1-6, including Elective credits;
- (4) meet the requirements for the Core 40 diploma designation with technical honors 511 IAC 6-7.1-7, including Elective credits;
- (5) meet the requirements for the Academic Honors Diploma under 511 IAC 6-7-6.5

Category 2, Multidisciplinary Courses — All other approved high school courses in 511 IAC 6.1-5.1, except Driver Education and Motorcycle Safety Education, which are not eligible for reimbursement.

Non-Standard Programs (All Levels)

School corporations may offer only approved courses and curriculum programs. Non-standard program approval is available for courses and curriculum programs that differ from those authorized by the rules of the board in ways including, but not limited to, content, organization, methods, staffing, course title, instructional materials, or criteria for course or program completion. The deadline for submitting requests for approval of non-standard courses or curriculum programs is April 1, 2008.

Proposed Financial Provisions for 2008 Summer School Programs

1. As required by 511 IAC 12-2-1, each school corporation shall, on or before April 1, 2008, forward to the Department of Education a list of all classes to be offered in 2008 summer school and for which the corporation intends to seek reimbursement.
2. On May 15, 2008, the Department shall notify school corporations of the expected level of state reimbursement based on the lists submitted by all school corporations. **Courses Listed under the Category 1 summer school list of courses will be reimbursed at 105% of eligible costs (if supported by the appropriation).** These costs will be deducted from the total summer school appropriation and the remaining funds allocated to reimburse Category 2 eligible costs.
3. Eligible summer school costs include teacher salaries and instructional assistant wages. Fringe benefits are not included in computing eligible costs. The maximum reimbursement is 105% of eligible costs, reduced proportionately if the appropriation is not sufficient to fund all approved programs.
4. Teachers must be licensed by the Indiana Professional Standards Board.
5. Preschool and Kindergarten programs are not eligible for reimbursement.
6. Courses and curriculum programs for which reimbursement is sought must be tuition free to students with legal settlement in the corporation.
7. To be eligible for reimbursement, classes must have an average enrollment of at least 15 students or more in all classes. Two or more school corporations may cooperate with each other to meet this enrollment requirement. This requirement cannot be waived. Two or more groups of students may be combined into a single class, under a teacher of record, in order to meet this requirement, but only the salary of the teacher of record, and not the salary of any other teachers, may be included in computing eligible costs.¹
8. Students may take as many classes as local policy allows, but no student shall be counted in more than two classes for purposes of determining if the average enrollment requirement of 15 students has been met.
9. To be eligible for reimbursement, high school classes must meet for at least 75 hours per credit. This is not a student attendance requirement. Attendance policies remain matters of local control.
10. School corporations shall pay teachers in accordance with IC 20-6.1-4-8, which computes part-time service on the basis of 6 hours as a full day of service. The maximum salary for an individual teacher that may be included in computing eligible costs for any calendar day is 6 hours, or one full day, of salary.
11. Instructional assistant costs for services that allow students with disabilities to participate in general education programs may be included in computing eligible summer school costs.
12. Costs for respite care programs that do not include educational services may not be included in computing eligible summer school costs.
13. State support for programs that fulfill the requirements of IEPs (extended school year programs) is provided in the school funding formula, and costs for these programs may not be included in computing eligible summer school costs.

¹With regards to applications for waivers of the average enrollment figure involving special education programs that are segregated - General Counsel for the DOE has advised that federal law prohibits the use of a State-funding mechanism that has the effect of segregating students with disabilities from their peers without disabilities based upon the type of program rather than individual needs. 20 U.S.C. §1412(a)(5), Individuals with Disabilities Education Act (IDEA), P.L. 105-17.

2008 Summer School
Estimated Instructional Costs Report and List of Courses
Due April 1, 2008

(Return this form even if school corporation does not plan to conduct summer school)

Corp. #: _____ **Name:** _____ **Will not** _____ **conduct summer school**

Superintendent Name: _____ **Phone** _____ **Email** _____
(Please print)

Summer School Contact: _____ **Phone** _____ **Fax** _____ **Email** _____
(Please print)

Estimated Instructional Costs

Please round amounts to the nearest dollar

Category 1:	Category 2:	Grand Total Category 1 & 2 :
\$ _____	\$ _____	\$ _____

List of Courses

Course Code	Course Title	Category (check one)	
		1	2
Enrichment/Nonstandard Courses: (use extra sheet if needed)			

Date: _____

Superintendent's Signature

Return to: Vicky Schroeder
Indiana Department of Education
Room 229 State House
Indianapolis, IN 46204-2798

submit report electronically at <doe.state.in.us/summerschool>

Application for Nonstandard Course Waiver

(511 IAC 6-8-1 through 511 IAC 6-8-3)

Due April 1, 2008
No FAX Accepted

Mail to: ATTN: Vicky Schroeder
Indiana Department of Education.
Room 229 State House
Indianapolis, IN 46204-2798

Use a separate form for each nonstandard course.

Corp. Number _____ Corp. Name _____

A. Title of Course _____ Grade Level _____
(Limit description to one paragraph)

B. Explain how the proposed course will better serve your students than any authorized summer school course.

C. Identify how the effectiveness of the program will be evaluated.

Superintendent's Signature _____

Superintendent's Name (Print) _____

Contact Person _____ Telephone (____) _____
Email _____

2008 Regular Summer School Final Report

Due September 15, 2008 (or at the conclusion of the summer program)

Corp #: _____ Corporation Name: _____

	Number of Students <i>(Duplicated Count*)</i>	2007 Summer School Instructional Costs <i>(complete unshaded areas)</i>		
		Teachers	Assistants	Teachers & Assistants
Category 1:				
Grades 1-6		\$	\$	
Grades 7-8				
Grades 9-12				
Total Category 1		\$	\$	
Category 2:				
Grades 1-6		\$	\$	
Grades 7-8				
Grades 9-12				
Total Category 2		\$	\$	
Grand Total <i>(add totals of Category 1 and Category 2)</i>				\$

**Duplicated Count - If a student is enrolled in both categories (1 & 2) that student is counted as one for each category*

Unduplicated Student count** _____	Number of Classes _____
Unduplicated Teacher count** _____	Unduplicated Assistant count** _____

****Unduplicated Count** - A student/teacher/assistant is only counted once no matter how many classes each attend/teach.

Aggregate days of attendance*** _____
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*****Aggregate attendance** - means the total days of attendance accumulated by all students enrolled in summer school programs. Attendance shall be taken during each full student instructional day, once in the morning session and once in the afternoon session. A student in attendance during any part of the day, up to and including one-half of the day shall be counted as in attendance for one-half day. A student in attendance for more than one-half of the day shall be counted as in attendance for one day.

I, the undersigned, certify that this report is true and accurate in every respect to the best of my knowledge and belief.

_____ Date	_____ Superintendent's Signature
_____ Summer School Program Contact Person	_____ Superintendent's Name
_____ Return this form to:	_____ Telephone # / Email address

Attn: Vicky Schroeder
 Indiana Department of Education
 Room 229 State House
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submit report electronically at <doe.state.in.us/summerschool>